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Spectrum Academy Board Meeting Minutes

Date & Time	July 14 th , 2015 7:05 P.M. – 9:05 P.M.
Location	Spectrum Academy High School, North Salt Lake, Utah
Members in Attendance	Marney DeVroom, Dennis M. Bullard, Jana Gold, Rozanne Marsh, and Blake Schmutz
Members Excused	Marcy Johnson and Jason Steenblik
Spectrum Staff	Brad Nelson, Jaime Christensen, Christina Guevara, Christine Manning, Liz Banner, Ashley Pamp, Barry Pewtress and Kaley King.
Visitors	David Robertson and Brandon Johnson

ITEMS DISCUSSED

Board Session

- Review and approve Minutes from the Board Meeting conducted on June 9, 2015. The minutes have been previously provided to each Board member for review and comment. As there were no comments offered, Motion was made by Rozanne Marsh to accept the minutes as prepared; seconded by Blake Schmutz; unanimously approved.
- The Financial Update was not provided; Brad Nelson and Jason Steenblik will provide an updated report at next month's meeting.
- Proxies issued by Jason Steenblik and Marcy Johnson were read into the minutes whereby Board member Dennis M. Bullard was authorized to proxy vote in the "affirmative" on behalf of these two absent Board members in regards to resolutions and policies that would be brought before the Board at this meeting. Copies of these proxies will remain in the Board records maintained by the Secretary.
- Prior to reviewing and voting on the resolutions and policies, it was noted that those documents have been reviewed by attorney Brandon Johnson (present at the meeting) who is serving as Spectrum Academy's borrower's counsel for the bond process.
- Review and approve Reimbursement and Financing Resolution. The Board reviewed and discussed a proposed Reimbursement and Financing Resolution, wherein as Spectrum Academy goes through the process to borrow the proceeds of the Utah Charter School Finance Authority's

Charter School Revenue Bonds, Series 2015 (the “Bonds”), certain costs, fees and other expenditures have been and will continue to be incurred by the school for this process. The resolution authorizes the members of the Board, officers and employees of the school to sign certificates, documents and other papers in order to carry out the financing and issuance of the Bonds. A copy of the resolution is attached hereto. Motion was made by Jana Gold to accept the Reimbursement and Financing Resolution as presented to the Board; seconded by Rozanne Marsh; unanimously approved.

- Review and approve Board Member and Administration Succession policy. The Board reviewed and discussed a proposed Board Member and Administration Succession policy which provides for succession procedures upon the departure of a Board member. This policy also provides guidance regarding the planned or unplanned departure of key management. A copy of the policy is attached hereto. Motion was made by Blake Schmutz to accept the Board Member and Administration Succession policy as presented to the Board; seconded by Rozanne Marsh; unanimously approved.
- Review and approve Financial, Debt, Risk Management and Disclosure Procedures Plan. The Board reviewed and discussed a proposed Financial, Debt, Risk Management and Disclosure Procedures Plan which provides guidance in the areas of General Financial Management; Minimum Reserve and Coverage Levels; Financial Forecasting and Budgeting; Debt; Risk Management; and Disclosure and Post [Bond] Issuance Compliance. A copy of the plan is attached hereto. Motion was made by Jana Gold to accept the Financial, Debt, Risk Management and Disclosure Procedures Plan as presented to the Board; seconded by Blake Schmutz; unanimously approved.
- Review and approve Continuing Disclosure Procedures. The Board reviewed and discussed a proposed Continuing Disclosure Procedures which provides guidance to ensure the completeness and accuracy of the federal securities disclosure made by Spectrum Academy and the Board and school staff in the exercise of their official duties. These procedures are to ensure compliance with all applicable federal and state securities laws in connection with the issuance and disclosure undertakings related to the outstanding bonds issued on the school’s behalf and annual financial information filings, and to promote best practices regarding disclosures disseminated to investors and the municipal securities markets by Spectrum Academy. A copy of the procedures is attached hereto. Motion was made by Dennis M. Bullard to accept the Continuing Disclosure Procedures as presented to the Board; seconded by Rozanne Marsh; unanimously approved.
- Update on Status of Charter School Revenue Bond process. (Marney DeVroom and Brad Nelson)
 - Update from finance committee meeting with financial advisor, bond counsel and borrower’s counsel on June 19th.
 - Provided the Board with information regarding the pending visit to Spectrum Academy by representatives from Standard & Poor’s (“S&P”).
 - Borrower’s counsel prepared a summary of the pending Loan Agreement to be included in the Bond process. Among the various provisions contained in the Loan Agreement, the responsibilities of the Board were reviewed in detail, with background discussion on the various components of the agreement and its requirements provided by Brandon

Johnson and David Robertson. There was further discussion regarding the Debt Service Coverage Ratio, which shall be at all times no less than 1.05.

- Academic Director's Update (Jaime Christensen)
 - Jaime Christensen briefed the Board on the recently-held academic planning retreat.
 - There was discussion regarding various proficiency data results that have been reviewed.
 - School Improvement Plans are being prepared.
 - The SAGE test results were discussed; it was highlighted that Spectrum Academy's results are way ahead of the state average for special needs students.
 - Information regarding social skills percentages of growth was provided to the Board.
 - Information regarding Spectrum Academy's progress towards its charter goals was provided, followed by discussion and a review of new charter goals. The Board concurs with the need to update certain goals which were applicable at the time of the issuance of the charter but has since become obsolete and/or needing revisions.
 - The Board was provided information about collaborative teaching teams, which are meeting and formalizing plans, which will be reviewed with Jaime Christensen on a monthly basis.
 - Spectrum Academy has provided input to the State Charter School Board, and we are awaiting confirmation as to when that board approves our input regarding monitoring reporting.
 - The adobe Foundation has provided a \$27,000 grant to be used for supporting the Pleasant Grove 9th grade students.
 - Jaime Christensen and Christina Guevara provided an overview of professional crisis management training based upon the school's new crisis prevention and intervention plan (which is mandated by recent changes to Utah law).
 - Christine Manning and Wayne Trice are working on training modules for faculty and staff. This project includes the preparation of "Spectrum Academy specific" videos.
 - The Board was informed that the "Do Good Foundation" is very interested in helping autism by collecting data to then help develop various individual plans. Jaime Christensen will continue to have talks with that foundation as Spectrum Academy wants to be involved in determining the type of data being generated. We want to be involved in such a project.
- Pleasant Grove School Principal's Update (Liz Banner)
 - Pleasant Grove vice principal Barry Pewtress presented information as to the campus activities going on for the summer.
 - Very positive comments were made regarding the recent academic planning retreat.
 - Videos are being made to enable new students to learn about the school; the intention is to help these students arrive into a new situation better prepared.

- A number of teachers have been on-campus on their own volition to begin preparing for the upcoming school year.
- NSL Secondary School Principal's Update (Christina Guevara)
 - The Board was provided for its study a written analysis report of social skills data for SY 2014-15. Christina Guevara mentioned that the social skills programs are being worked with each Spectrum Academy campus.
 - The Board was presented with results of a Secondary School Staff Reflection Survey. The survey included both data and anonymous comments. The Board was impressed with the time taken by a number of persons to include comments.
 - North Salt Lake secondary school's vice principal Kaley King provided the Board with information on Parent Empowerment Night ("PEN") survey results. There was discussion about how some parents have concerns over returning to the school after taking their student home; examples of 20-30 miles each way to the school are not uncommon. The thought of putting the PEN materials on-line is being further looked into by the respective administrators.
- NSL Elementary School Principal's Update (Ashley Pamp)
 - The Board was provided information on how some of the school's parents are working on possible grants to benefit Spectrum Academy.
 - The use of social media (i.e. *Facebook*) to communicate with the parents (in addition to the usual information flow channels) was discussed.
 - In addition to professional training, the elementary school is also working on teacher and paraprofessional mentors.
- Next Board Meeting. The next meeting of the Spectrum Academy Board of Directors will take place beginning at 6:00 p.m. (as opposed to the usual 7:00 p.m.) at the Pleasant Grove campus. Prior to the meeting, as many Board members as possible will meet with Pleasant Grove faculty and staff who will be completing a day of training and preparation for the upcoming school year.
- Adjournment. Motion was made by Blake Schmutz to adjourn the meeting; seconded by Jana Gold; unanimously approved. Board President Marney DeVroom adjourned the meeting at 9:05 p.m.

Public Session

- An opportunity for public comments was provided. There were no comments offered to the Board.


 Marcy Johnson, Secretary